



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>Public Works Inspector Supervisor</b>	
<b>DEPARTMENT:</b>	<b>Public Works Department</b>	
<b>REPORTS TO:</b>	<b>Deputy Director of Public Works</b>	<b>DATE: June, 2009</b>
<b>EMPLOYEE UNIT: AFSCME</b>		<b>Supersedes: February, 2002</b>
<b>FLSA EXEMPT:</b>	<b>No</b>	

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**JOB SUMMARY:** Under the general supervision of Deputy Director of Public Works, plans, directs, and coordinates the work of Inspectors performing construction inspection for a variety of public works projects; develops and administers the division budget; performs related supervisory and coordination duties as required.

**CLASS CHARACTERISTICS:** This is a supervisory level classification responsible to assign, supervise and evaluate the work of Public Works Inspectors, review plans for public works projects, coordinate Federal Aid construction projects and geotechnical services, and coordinate information with management and professional staff. This class differs from Public Works Inspector classes by its responsibility for supervision of inspection staff, high level of independent judgment, and coordination with other Public Works Groups.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are performed personally, in cooperation with the Deputy Director of Public Works, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Supervises the work of inspection staff and performs audit inspections of construction work performed under contract to the City, including earth moving operations, placement of base materials, paving, utility placement, culvert construction, pouring of concrete for catch basins, junction structures, curbs, gutters, sidewalks, driveways, public landscaping, signal and lighting system installation and construction of specialized facilities; enforces compliance with contract plans and specifications, storm water run-off laws ordinances and policies; computes contractor work in progress; interprets and coordinates contract provisions with contractor.
2. Supervises the work of construction staff and performs audit inspections of private development construction work, including earth moving operations, placement of base materials, paving, utility placement, culvert construction, pouring of concrete for catch basins, junction structures, curbs, gutters, sidewalks, driveways, public landscaping, signal and lighting system installation and construction of specialized facilities; enforces compliance with contract plans and specifications, storm water run-off

laws ordinances and policies; computes contractor work in progress; interprets and coordinates contract provisions with contractor.

3. Reviews plans and specifications for public and private construction projects; makes recommendations during the plan check process; provides technical information regarding plans, specifications, special conditions, and compliance methods to City staff, contractors, engineers, developers, architects, and general public.
4. Administers and supervises federal-aid construction projects including the preparation of required State and Federal reports, contract progress payments, the acceptance or denial of contract change orders; processing of reimbursement requests for Caltrans, and preparation of final project and accounting reports.
5. Coordinates inspection activities with City staff, utility agencies, federal and state agencies, contractors, developers, and the general public.
6. Coordinates inspection activities of City and Private Development Projects with other City Departments such as the Utility Manager, the Street Maintenance Supervisor and the Building Department.
7. Assigns and directs the work of inspection staff; discusses job progress with inspectors to ensure that inspections are performed according to City standards; trains inspectors; evaluates performance; takes necessary disciplinary actions.
8. Evaluates work methods and operations; evaluates division policies, procedures, and services to determine effectiveness; makes changes to increase effectiveness to meet department objectives.
9. Arranges and conducts pre-construction conferences for capital projects; conducts project meetings during construction (when needed) of capital projects.
10. Reviews and approves progress payments for City capital improvement.
11. Receives and reviews inspection reports and various permits related to capital projects.
12. Receives calls from department representatives, citizens, consultants, designers, laboratories, utilities and others; handles problems, coordinates projects, resolves disputes and monitors timeliness and budgets.
13. Coordinates project information among management and professional staff.
14. Coordinates On-Call Contracts such as Inspection, Geotechnical Engineering Services and others.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education & Experience:**

1. Possess an Associate degree from an accredited college in drafting, construction management, estimating or inspection, civil engineering or land surveying. Bachelor's degree desired.
2. Six years of journey level experience with a municipal agency in any combination of: plan checking; sub-professional engineering work; or inspection of construction work in progress with at least one year of supervisory experience.

**Licenses & Certificates:**

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

**Other Requirements:**

1. Must have sufficient mobility to inspect construction projects in the field.
2. Must be willing to work out of doors in various weather conditions.

**Knowledge of:**

1. Applicable City, County, State and Federal laws, codes, ordinances, and regulations regarding public and private construction projects.
2. Principles, methods, materials, equipment and safety hazards of construction.
3. Mathematics including algebra, geometry and trigonometry as applied to public works inspection.
4. Soil mechanics, geology, soil sampling and testing methods.
5. Land and construction site survey methods.
6. Construction definitions and terms used on construction plans and other related documents/materials.
7. Technical report writing and preparation of correspondence.
8. Principles and practices of supervision and training.
9. Some knowledge of Federal Aid Project Administration Procedures.

**Skill in:**

1. Reading and interpreting construction plans and specifications for both public and private construction plans.
2. Performing mathematical calculations in determining compliance of construction plans and specifications.
3. Detecting and locating faulty materials and/or construction techniques to eliminate possible problems.
4. Prepare clearly written correspondence and technical reports involving mathematical computations.
5. Use of common office software including Microsoft Office and applicable specialized engineering software.
6. Providing outstanding customer satisfaction (internally and externally).

**Ability to:**

1. Understand and implement the policies and procedures pertaining to the work.
2. Exercise sound independent judgment within established guidelines.
3. Establish and maintain working relationships with those contacted in the course of the work.
4. Communicate with the public about infrastructure construction and its impacts on them.
5. Supervise and coordinate the work of in-house and contract inspectors.
6. Inspect standard and more complex construction projects and enforce compliance with plans,

specifications, ordinances, and codes.

7. Organize and facilitate inspector staff meetings.

**PHYSICAL DEMANDS:** Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employees generally work 60% indoors and 40% outdoors.
2. The work environment indoors is usually in a temperature-controlled office; some travel is required.
3. While performing the duties of this job outdoors, employees occasionally work in varying weather conditions, visiting developed and undeveloped sites in various stages of construction.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises and hazards including but not limited to outdoor construction equipment.